



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy/**RECRUITMENT**  
Date: February 17, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 18, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 2, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CET

Civil Engineer Trainee  
Region 3/District 5/Project Implementation  
Highways  
Paris

Attachments  
40800

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 2, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Civil Engineer Trainee / RECRUITMENT

**Salary Range:** \$4,275 - \$4,655

**Position Title:** Civil Engineer Trainee

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW110-23-55-201-10-01

**IPR#:** 40800

---

### Office/Central Bureau/District/Work Address:

Division of Highways/Region 3/District 5/Bureau of Project Implementation/13473 IL Hwy 133 W., Paris, IL

---

### Description Of Duties:

This position is accountable for providing assistance to the Resident Engineer/Technician in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

---

### Special Qualifications:

#### *The following criteria is required:*

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in Spring 2016)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for Spring 2016 graduates must be provided at time of hire.)
- Valid driver's license

#### *The following criteria is desired:*

- Strong oral and written communication skills

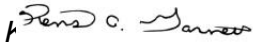
---

### Shift/Remarks:

Typically 8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 15, 2015	<b>POSITION:</b>	Civil Engineer Trainee
<b>APPROVED BY:</b>		<b>OFFICE/DIVISION:</b>	Highways/R 3 D 5/Project Implementation/Construction
<b>CODE:</b>	PW110-23-55-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

---

***Position Purpose***

This position is accountable for providing assistance to the Resident Engineer/Technician in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

***Dimensions***

Dollar Value of Construction Projects:     \$100,000 to \$2,000,000

***Nature and Scope***

This position reports to the Resident Engineer/Technician.

This position, under the direction of the Resident Engineer/Technician, provides the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor's personnel in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed by the incumbent include acting as an instrument man on the survey party, inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing the necessary reports and documentation for pay items; reducing survey notes, plotting cross sections, computing quantities, checking computations of others and assisting the Resident Engineer/Technician on specific construction problems. The incumbent is responsible for total compliance with the provisions of the Departmental Safety Code and for cooperating with every aspect of the Department's Employee Safety Program so that operations can be done in a manner which ensures the safety to himself/herself, fellow workers, and the public.

The incumbent is governed by the specifications of the project. She/he refers major problems or necessary plan changes to the Resident Engineer/Technician. She/he does, however, accept or reject materials incorporated in the project on the basis of visual or field tests, and assures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers/technicians, project engineers and personnel from the District Bureau of Materials, as well as with contractors and the general public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and reports provided by the incumbent.

***Principal Accountabilities***

1. Provides accurate measurement, computation and documentation of contract items.
2. Keeps the Resident Engineer/Technician informed of any construction problems encountered or changes made.
3. Ensures that the times inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.